

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL

EXAMINATION ANNOUNCEMENT

The Applicant Services Division is now accepting applications for the following job classification(s) for a limited time as indicated by the opening and closing dates below. To ensure that your application is processed within the announced opening and closing date, you must apply online at www.state.tn.us/personnel

CLASS TITLE	CLASS CODE	ANNUAL SALARY RANGE	OPENING DATE	CLOSING DATE
Aircraft Mechanic 1	62871	\$31,008 - \$49,296	10/25/04	Until Position is Filled
Comments: The position vacancy is in the Department of Transportation and is located in Davidson County				
Aircraft Pilot	91352	\$36,792 - \$58,428	09/27/04	Until Position is Filled
Comments: The position vacancy is in the Department of Transportation and is located in Davidson County				
Children’s Services Manager – Security	73525	\$32,400 - \$51,192	04/12/04	Until Position is Filled
Comments: The position vacancy is in the Department of Children Services and is located in Davidson County.				
Emergency Management Hazardous Materials Specialist	38360	\$36,792 - \$58,428	04/01/04	Until Position is Filled
Comments: The position vacancy is in the Department of Military and is located in Davidson County.				
Employment Program Specialist 2	78452	\$27,372 - \$43,848	10/12/04	Until Position is Filled
Comments: The position vacancy is in the Department of Labor & Workforce Development and is located in Davidson County.				
Employment Security Division Assistant Director 1	78484	\$38,268 - \$61,032	08/30/04	Until Position is Filled
Comments: The position vacancy is in the Department of Labor & Workforce Development and is located in Davidson County.				
Historical Preservation Specialist 3	78267	\$31,008 - \$49,296	12/06/04	12/20/2004
Comments: The position vacancy is in the Department of Transportation and is located in Davidosn County.				
Horticulturist	77125	\$25,164 - \$40,200	09/07/04	Until Position is Filled
Comments: The position vacancy is in the Department of Transportation and is located in Madison County.				
Information Systems Director 1	75571	900	09/27/04	Until Position is Filled
Comments: The position vacancy is in the Department of Environment and Conservation and is located in Davidson County.				
Publications Editor 1	73851	\$24,144 - \$38,160	12/6/04	12/20/04
Comments: The position vacancy is in the Department of Mental Health/Developmental Disabilities and is located in Davidson County.				
Soils Consultant 1	77160	\$24,144 - \$38,160	11/01/04	12/13/2004
Comments: The position vacancy is in the Department of Agriculture and is located in Putnam County.				
Soils Consultant 2	77161	\$31,008 - \$49,296	11/01/04	12/13/2004
Comments: The position vacancy is in the Department of Agriculture and is located in Putnam County.				
Unemployment Accounts Auditor 3	75233	\$33,828 - \$53,484	11/22/04	12/22/2004
Comments: The position vacancy is in the Department of Labor & Workforce Development and is located in Davidson County.				
Unemployment Accounts Auditor Supervisor 2	75235	\$38,268 - \$61,032	11/22/04	12/23/2004

Comments: The position vacancy is in the Department of Labor & Workforce Development and is located in Davidson County.

Unemployment Benefits Auditor	75231	\$29,724 - \$47,508	10/12/04	Until Position is Filled
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Comments: The position vacancy is in the Department of Labor & Workforce Development and is located in Putnam County.

Utility Rate Specialist 4	75279	\$38,268 - \$61,032	12/6/04	12/20/04
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Comments: The Position vacancy is in the Department of TN Regulatory Authotity and is located in Davidson County.

Updated December 8, 2004.



Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

AIRCRAFT MECHANIC 1

SUMMARY: Under general supervision, performs aircraft mechanical work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working level class in the Aircraft Mechanic subseries. An employee in this class performs scheduled and unscheduled maintenance and repair on assigned aircraft such as fixed wing, rotary wing, single or multi-engine, or jets. An employee is assigned to work on aircraft which he has special training and experience in maintaining and repairing. This class differs from Aircraft Mechanic 2 in that an incumbent of the latter acts as a lead worker.

MINIMUM QUALIFICATIONS

Education and Experience: Possession of both the Federal Aviation Administration (FAA)-Aircraft Airframe Mechanic and Powerplant Mechanic licenses.

Necessary Special Qualifications: Possession of both the Federal Aviation Administration (FAA)- Aircraft Airframe Mechanic and Powerplant Mechanic licenses.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

AIRCRAFT PILOT

SUMMARY: Under general supervision, is responsible for aircraft pilot duties of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class acts as the pilot in command of single and multi-engine aircraft. This class differs from Aircraft Lead Pilot in that an incumbent of the latter functions as a lead pilot and performs additional dministrative duties. Incumbents in this class are "on call" and are required to work irregular hours.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to 1,000 hours of fixed wing pilot time including, at least, 350 hours in multiengine aircraft. Physical Condition: Applicants must successfully pass and maintain a Class 2 physical examination every 12 months as prescribed by the F.A.A.

Note: A transcript is required for a proper evaluation of this class.

Necessary Special Qualifications: Licensed as an FAA commercial pilot. Must have current instrument, single and multi-engine ratings.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CHILDREN’S SERVICES MANAGER – SECURITY

SUMMARY: Under direction, is responsible for professional children’s services security managerial work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages the security program at a state youth correctional institute. The incumbents of this class are responsible for the overall security of a state youth correctional institute including the implementation of policies and procedures.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a social or behavioral science or other related acceptable field and experience equivalent to substantial (five or more years) of full-time increasingly responsible youth or adult security related work including, at least, two years of supervisory experience and one year of youth correctional security experience; qualifying full-time experience in security work may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in a social or behavioral science or other related acceptable field may be substituted for the required non-specialized experience, on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: Applicants must have a good moral character as determined by an investigation (TCA 41-1-116) and must have no conviction for a felony.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

EMERGENCY MANAGEMENT HAZARDOUS MATERIALS SPECIALIST

SUMMARY: Under general supervision, is responsible for professional emergency management hazardous materials instruction and handling work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: The employee in this class is responsible for the application of chemical knowledge of hazardous materials to train local civil defense and law enforcement officials and provide expertise to the handling and clean-up of spills of hazardous materials.

MINIMUM QUALIFICATIONS

Education and Experience: Possession of a master's degree in chemistry and experience equivalent to substantial (five or more years of) full-time professional hazardous materials related work; qualifying experience may be substituted for the required education on a year for-year basis to a maximum of two years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

EMPLOYMENT PROGRAM SPECIALIST 2

SUMMARY: Under general supervision, is responsible for professional Employment Security planning and coordination work of average difficulty; performs related work as required.

DISTINGUISHING FEATURES : An employee in this class is responsible for the planning and management of a statewide employment program of limited scope (e.g., Test Utilization, Special Applicant Services, Rural Manpower). This class differs from the Employment Program Specialist 1 class in that an incumbent of the latter is responsible for assisting higher level Employment Program Specialists in the planning and management of a statewide employment program. This class differs from the Employment Program Specialist 3 class in that an incumbent of the latter is responsible for planning and managing a broad based statewide employment program (e.g., Client Services, Veterans Services, Food Stamp Job Training and Placement).

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional employment program service work.

Substitution of Experience for Education: Additional experience in any of the following fields may substitute for the required education on a year for year basis to a maximum of four years: (1) professional employment program service work; (2) program planning and/or management (i.e., defining program goals and procedures, determining staffing requirements and costs for program operations, coordinating program activities, and determining program effectiveness),

OR

(3) analyzing/evaluating business activities (e.g., fiscal operations, data processing, personnel/staffing, office operations, or other business activities).

Substitution of Education for Experience: Graduate course work in business, counseling psychology, industrial and organizational psychology, political science and government, public administration, public policy studies, social psychology, social work, or sociology may substitute for the required experience on a year-for-year basis to a maximum of one year. (Note: 36 quarter hours or 24 semester hours of graduate course work equals one year of experience.)

Necessary Special Qualifications: A valid motor vehicle operator's license may be required

Examination Method: Education and experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

EMPLOYMENT SECURITY DIVISION ASSISTANT DIRECTOR 1

SUMMARY: Under direction, is responsible for administrative and managerial work of average difficulty assisting in the direction of a moderate sized sub-section of one of the major divisions of the Department of Employment Security; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class assists in planning, directing, and coordinating a variety of employment security programs. Work involves assisting in directing the work of subordinate professional and sub-professional staff in a moderate sized subsection of one of the major departmental divisions, such as unemployment benefit determination, unemployment employer accounts operations, unemployment appeals and unemployment technical support, job service technical support, or job service employer programs. This class differs from that of Employment Security Division Assistant Director 2 in that incumbents of the latter are responsible for assisting in the direction of a large subsection of one of the major divisions of the department.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) increasingly responsible fulltime professional employment security work or professional business management, personnel, unemployment insurance, social services, educational, legal, or labor or industrial relations managerial or administrative work including, at least, three years of supervisory or administrative experience; qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional qualifying graduate coursework in public administration or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years, there being no substitution for the required three years of supervisory or administrative experience;

OR

substantial (five or more years of) fulltime increasingly responsible professional employment security experience with the State of Tennessee including, at least, three years of supervisory or administrative experience.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

HISTORICAL PRESERVATION SPECIALIST 3

SUMMARY: Under general supervision, is responsible for historical preservation work of considerable difficulty which involves leading others in work; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead class in the Historical Preservation Specialist sub-series. An employee in this class leads others in coordinating and conducting various historic preservation programs such as identifying properties of architectural and historical significance, and nominating properties to the National Register of Historic Places.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in history, architecture, architectural history, historical preservation or other related acceptable field and experience equivalent to three years of full-time professional experience in historical preservation or related work; additional graduate coursework in history, architecture, architectural history, historical preserv ation, or related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HORTICULTURIST

SUMMARY: Under general supervision, is responsible for professional horticultural supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs a variety of duties such as overseeing tree surgery contracts around rest areas, planting shrubbery, trees, and other plants around right-of-ways, overseeing right-of-way maintenance, including mowing grass, brush trimming, seeding and fertilizing pre-planned areas and special projects, conducting landscape training seminars on golf course care and maintenance, planning, designing, and directing landscaping, including for the Capitol grounds, and Governor’s Mansion. An employee in this class usually supervises lower level personnel.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in horticulture, landscape design, plant and soil science, or other related acceptable field and experience equivalent to two years of full-time responsible professional horticultural work; qualifying full-time horticulture experience may be substituted for the required education, on a year-for-year basis to a maximum of four years; additional graduate coursework in the above fields may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

INFORMATION SYSTEMS DIRECTOR 1

SUMMARY: Under direction, is responsible for professional information systems managerial work of average difficulty in directing small departmental information systems division; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class plans, directs, and evaluates the operation of a small departmental information systems division. This work involves assisting in or directing and coordinating systems analysis and data processing operations functions for the division. This class differs from information systems manager classes in that incumbents of the latter do not have overall responsibility for directing information systems activities for an entire division. This class differs from Information Systems Director 2 in that incumbents of the latter direct a moderate-sized and moderately complex departmental information systems division or assist in directing activities in a large and complex information systems division.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and substantial (five or more) years of experience in any one of the following areas: (1) systems analysis, systems training, network/telecommunications design, systems design, business or systems applications programming, technical support (i.e., the diagnosis and resolution of software and hardware malfunctions for computers or other information systems as well as the technical justification for procuring software and hardware products), or other closely related information systems analytic functions; or (2) supervising or managing a combination of (two or more) of the following: clerical computer operations, machine operations, data entry, computer production control, or other closely related computer operations functions; or (3) information systems consulting (i.e., planning the implementation of new or existing systems or technologies into existing systems).

NON-SUBSTITUTABLE EXPERIENCE: Two years of the required experience must include (1) supervising, managing, or directing staff who are involved in information systems analytic functions; or (2) coordinating or managing services impacted by new or existing systems or technologies for online midrange or mainframe computer systems that cover multiple work sites; or (3) information systems consulting.

OR

Substitution of Experience for Education: Experience teaching or working in any one of the following areas may substitute for the required education on a year-for-year basis to a maximum of four years: (1) systems analysis; or (2) systems design; or (3) business or systems applications programming; or (4) technical support; or (5) network/telecommunications design; or (6) systems training; or (7) other closely related information systems analytic functions; or (8) information systems consulting, or (9) supervising or managing multiple computer operations functions.

OR

Substitution of a Specific Associate's Degree for the Required Bachelor's Degree: Graduation from an accredited college or university with an associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting); management information systems; computer and information systems; computer servicing technologies, or other related field may substitute for the required bachelor's degree.

OR

Substitution of Graduate Coursework for the Working-level Experience: Any graduate coursework in computer and information sciences may substitute for one year of the required experience (thirty-six graduate quarter hours or a master's degree in computer and information sciences may substitute for one year of working-level experience).

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience. 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

PUBLICATIONS EDITOR 1

SUMMARY: Under general supervision, is responsible for professional editorial work of average difficulty in coordinating the overall production of in-house, informational, and/or technical publications for a department or agency; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class coordinates the overall production of in-house newsletters, informational and educational pamphlets and brochures, special reports, technical publications, and/or commercially sold magazines for a department or agency. Work involves planning, researching, writing, soliciting, and editing articles for publication and coordinating the layout, printing, and distribution of publications. This class differs from that of Publications Editorial Assistant in that incumbents of the latter assist in the production of departmental or agency publications. This class differs from that of Publications Editor 2 in that an incumbent of the latter is responsible for coordinating the overall production of departmental or agency publications of greater comprehensiveness, technicality, or complexity.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in English, journalism, or other related acceptable field and experience equivalent to three years of full-time professional journalistic or editorial work; qualifying full- time professional experience in journalism may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in English, journalism, or related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

SOILS CONSULTANT 1*

SUMMARY: Under immediate supervision, is responsible for professional soils consulting work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the trainee level in the Soils Consultant subseries. An employee in this class learns to conduct statewide soil field investigations supplying data upon which land use decisions are made. This class differs from that of Soils Consultant 2* in that incumbents of the latter function at the working level. An applicant appointed to this flexibly staffed class will be reclassified to Soils Consultant 2* after successful completion of a mandatory two year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in soil science, agronomy, and/or agriculture with an emphasis in plant and soil science or agronomy.

OR

Graduation from an accredited college or university with a bachelor's degree with a minimum of thirty (30) quarter hours in biological, physical and earth sciences and an additional 22.5 quarter hours in soil science.

Necessary Special Qualifications: A valid motor vehicle operator's license is required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SOILS CONSULTANT 2*

SUMMARY: Under general supervision, is responsible for professional soils consulting work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level in the Soils Consultant subseries. An employee in this class conducts statewide soil field investigations supplying data upon which land use decisions are made. This class is flexibly staffed with and differs from Soils Consultant 1* in that an incumbent of the latter functions at the trainee level. This class differs from Soils Consultant Regional Supervisor in that an incumbent of the latter supervises incumbents of this class in a region.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in soil science, agronomy, and/or agriculture with an emphasis in plant and soil science or agronomy and experience equivalent to two years in the scientific study of soil, land, and/or groundwater.

OR

Graduation from an accredited college or university with a bachelor's degree with a minimum of thirty (30) quarter hours biological, physical and earth sciences and an additional 22.5 quarter hours in soil science and experience equivalent to two years in the scientific study of soil, land, and/or groundwater.

Necessary Special Qualifications: A valid motor vehicle operator's license is required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

UNEMPLOYMENT ACCOUNTS AUDITOR 3

SUMMARY: Under general supervision, is responsible for professional unemployment accounts auditing work involving either assisting the tax office supervisor in overseeing tax audits for unemployment insurance tax, auditing large employer accounts, or performing central office duties associated with quality control.

DISTINGUISHING FEATURES: This is the advanced working/lead level class in the Unemployment Accounts Auditor sub-series. An employee in this class either functions as the assistant to the tax office supervisor by overseeing audits of employer personnel and payroll records to determine any unemployment insurance tax liability or taxes due, conducts large employer account audits, or implements quality control standards for unemployment tax functions. This class differs from that of Unemployment Accounts Auditor 2 in that an incumbent of the latter performs at the working level under immediate supervision. This class differs from that of Unemployment Accounts Auditor Supervisor 1 and 2 in that incumbents of the latter are responsible for supervising the operations and staff at unemployment insurance field tax offices.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including twenty-seven quarter hours in accounting and experience equivalent to two years of full-time professional work in one or a combination of the following: accounting, auditing, tax collecting, unemployment insurance tax account or wage protest processing, or unemployment insurance claims investigating.

Substitution of Experience for Education: Qualifying full-time professional experience in accounting or auditing may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Certificate or License for Education and Experience: Current certification as a "certified public accountant" or license as a "public accountant" with the State of Tennessee may substitute for the required bachelor's degree, including the twenty-seven quarter hours in accounting, and one year of the required experience.

Substitution of Education for Experience: Graduate course work received from an accredited college or university in accounting and/or taxation may substitute for the required experience on a month-formonth basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Two years of full-time professional accounting or auditing experience with the State of Tennessee.

Necessary Special Qualifications: Possession of a valid motor vehicle operator license and access to an automobile for use in performing work activities may be required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

UNEMPLOYMENT ACCOUNTS AUDITOR SUPERVISOR 2

SUMMARY: Under general supervision, is responsible for professional unemployment accounts supervisory work of average difficulty in supervising the overall operations of a large unemployment insurance tax office.

DISTINGUISHING FEATURES: This is the highest supervisory class in the Unemployment Accounts Auditor sub-series. An employee in this class supervises the overall operations of a large field tax office. This class differs from that of Unemployment Accounts Auditor 3 in that an incumbent of the latter is responsible for either assisting the tax office supervisor in overseeing tax audits for unemployment insurance premiums, auditing large employer accounts, or performing central office duties associated with quality control. This class differs from that of Unemployment Accounts Auditor Supervisor 1 in that an incumbent of the latter is responsible for supervising the operations and staff of a small to medium size unemployment insurance tax office.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including twenty-seven quarter hours in accounting and experience equivalent to three years of full-time professional work in one or a combination of the following: accounting, auditing, tax collecting, unemployment insurance tax account or wage protest processing, or unemployment insurance claims investigating.

Substitution of Experience for Education: Qualifying full-time professional experience in accounting or auditing may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Certificate or License for Education and Experience: Current certification as a "certified public accountant" or license as a "public accountant" with the State of Tennessee may substitute for the required bachelor's degree, including the twenty-seven quarter hours in accounting, and one year of the required experience.

Substitution of Education for Experience: Graduate course work received from an accredited college or university in accounting and/or taxation may substitute for the required experience on a month-formonth basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Three years of full-time professional accounting or auditing experience with the State of Tennessee.

Necessary Special Qualifications: Possession of a valid motor vehicle operator license and access to an automobile for use in performing work activities may be required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

UNEMPLOYMENT BENEFITS AUDITOR

SUMMARY: Under general supervision, is responsible for professional investigative work of average difficulty involving the investigation of suspected cases of fraudulent unemployment compensation claims, collection of overpayments, and prosecution of cases; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class conducts detailed investigations of fraudulent unemployment claims and conducts audits to detect overpayments. Work involves extensive traveling to locate and interview claimants, employers, and other individuals to determine the validity of claims. This class differs from that of Unemployment Accounts Auditor 2 in that incumbents of latter audit employer accounts to determine premium liability.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time professional unemployment insurance claims work that involved either (1) investigating or adjudicating unemployment insurance claims; (2) interviewing claimants to obtain information for processing unemployment insurance claims; or (3) conducting administrative hearings and rendering decisions for contested unemployment insurance claims.

Substitution of Experience for Education: Qualifying full-time professional unemployment insurance claims experience that involved conducting investigations, adjudications, interviews, or hearings may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications: A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

!!! HOW TO APPLY !!!

1. Secure application blanks from the Department of Personnel, or your local Department of Labor and Workforce Development office. You may also complete an application at the Department of Personnel website. www.state.tn.us/personnel. To ensure that your application is processed within the announced opening and closing date, you must apply online.
2. File your application as soon as it is completed. If you meet the education and experience requirements for a rated job classification, your application will be evaluated and you will be notified of your examination score. If you meet the education and experience requirements for a tested job classification, you will be notified when and where to report for testing.
3. If you do not meet the minimum qualifications for a job classification, you will receive notification informing you of the reason(s) for your disqualification.
4. The Department of Personnel will accept degrees, coursework, and training completed through any appropriately accredited institution recognized by the Council for Higher Education accreditation. To assure that maximum credit is received for post-secondary education, official transcripts should be submitted along with the application to the Department of Personnel. To receive credit for Continuing Education Units (CEU's) the training must be job-related and approved by the American Council on Education, Office of Educational Credit, or the National Council of the Continuing Education Unit. Applicants graduating or completing coursework from a foreign institution may receive education credit only after submitting a letter of credential evaluation from a regionally accredited school, or a member of the National Association of Credential Evaluation Services. You may access a list of acceptable organizations via the website for the National Association of Credential Evaluation Services (at www.naces.org/members.htm).
5. Applicants with disabilities which affect their ability to participate in either a written or performance test may be eligible for an alternative examination. Applicants certified by the Department of Human Services Division of Rehabilitation Services as unable to participate in regular testing may substitute a work test period as the examination alternative. To receive information concerning the work test period or to request other forms of testing assistance or accommodations call (615) 741-0441 or TDD# (615) 741-6276.
6. All applications submitted by mail and other correspondence regarding Tennessee Career Service Examinations should be addressed to:

**DEPARTMENT OF PERSONNEL; APPLICANT SERVICES DIVISION
FIRST FLOOR, JAMES K. POLK BUILDING
505 DEADERICK STREET, NASHVILLE, TN 37243**

Please note that there are more than 1,000 other job classifications for which applications are accepted on a continuous basis (i.e., there are no announced "opening" and "closing" dates). To get information regarding these job titles you may also visit the Department of Personnel's website.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).